

SINGAPORE STANDARD

**Code of practice for microfilming of
newspapers on 35 mm black and white
silver-gelatin type microfilm / planetary
camera filming – Operating procedures**

(Formerly CP 72)

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The Chemical Standards Committee appointed by the Standards Council consists of the following members :

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The Technical Committee acknowledges the contributions of Ms Heather Brown from Artlab Australia.

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Foreword

As
amended
Mar 13

This Singapore Standard Code of Practice is prepared by the Technical Committee on Microfilming under the purview of the Chemical Standards Committee. It is a revision of CP 72. CP 72 has been re-numbered as SS 523.

This Singapore Standard provides useful operating procedures for proper microfilming of newspapers on 35 mm black and white silver-gelatin type microfilm using planetary cameras.

Microfilm is commonly used as an important medium for the preservation of newspapers. Other advantages include saving of storage space and facilitating access.

However, for the microfilmed copy to be used as a substitute for the original newspapers, it is crucial that the newspapers are microfilmed properly. This Singapore Standard is intended to serve as a standard reference for the proper microfilming of newspapers.

This revision provides an update on the use of declaration or authorisation targets, and the requirements of technical targets.

In preparing this standard, reference was made to the following publications:

ANSI IT9.6 : 1991	American National Standard for Photography – Photographic films – Specifications for safety film
ANSI/AIIM MS 111 : 1994	Micrographics – Standard recommended practice for microfilming printed newspapers on 35 mm roll microfilm
ANSI/AIIM MS 23 : 1998	American National Recommended Practice for operational procedures / production, inspection and quality assurance of first-generation silver microforms of documents
ISO 3334 : 1989	Micrographics – ISO resolution test chart – No. 2 – Description and use
ISO 4087 : 1991	Micrographics – Microfilming on newspapers for archival purposes on 35 mm microfilm
ISO 9878 : 1990	Micrographics – Graphic symbols for use in microfilming
ISO 18901 : 2002	Imaging materials – Processed silver-gelatin type black-and-white films – Specifications for stability

Library of Congress. Photoduplication Service. Specifications for the Microfilming of Newspapers in the Library of Congress, 1983

National Archives and Records Administration (US National Archives) Managing Micrographics Records Instructional Guide, 1994

RLG (US Research Libraries Group) Archives Microfilming Manual, 1994

Acknowledgement is made for the use of information from the above publications.

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions.*
2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR.*
3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

Code of practice for microfilming of newspapers on 35 mm black and white silver-gelatin type microfilm / planetary camera filming – Operating procedures

1 Scope

This Singapore Standard shall apply to the microfilming of local newspapers on 35 mm black and white silver-gelatin type microfilm using planetary cameras. It describes filming conditions and procedures.

This Singapore Standard does not cover the following:

- a) quality control;
- b) filming of newspapers on 16 mm and 105 mm formats;
- c) colour microfilming; and
- d) filming on 35 mm camera-processor.

2 Normative references

The following referenced documents are indispensable for the application of this Singapore Standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ANSI IT9.6	American National Standard for Photography – Photographic films – Specifications for safety film
ISO 3334	Micrographics – ISO resolution test chart – No. 2 – Description and use
ISO 9878	Micrographics – Graphic symbols for use in microfilming
ISO 18901	Imaging materials – Processed silver-gelatin type black-and-white films – Specifications for stability